



Computer Skills Training – Online Resources

Computer skills have become essential whether you are applying for a new job or keeping up with your present work. Here are some resources you can use to learn about computers and the various skills needed. This is by no means an exhaustive list, so for further information try a search engine or use **Librarian's Index to the Internet** at <http://lii.org> with the search terms: *computer skills*.

Computer Basics

- **Computer Basics**

<http://rc.dimes.org/alternet/main/com-bas/com-bas.htm>

This tutorial will introduce you to the different parts of the computer.

- **Introduction to Computers**

http://www.fayette.k12.il.us/99/Intro2Comp/introduction_to_computers.html

This tutorial presumes that you have little or no computer experience. It covers topics such as: the parts of a computer, computer terminology, disk drives, using the mouse, purchasing a computer, and the care and feeding of your computer.

- **Introduction To Computers**

<http://www.functionx.com/windows/Lesson01.htm>

This site teaches an overview of computers including information about the central processing unit, the monitor, mouse, types of computers and the desktop.

- **Jan's Illustrated Computer Literacy 101: Computer Basics**

<http://www.jegsworks.com/Lessons/>

<http://www.jegsworks.com/Lessons-sp/index.html> (Spanish/Espanol)

An illustrated tutorial covering: computer basics, Microsoft Windows, word processing, spreadsheets, Internet, presentations and databases.

Computer Mouse

- **Mouse Exercises**

<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>

If you are new to using a mouse, it may take a little practice to get the hang of it. Here are some simple exercises to help you get acquainted.

- **Mousing Around**

<http://www.pbclibrary.org/mousing/intro.htm>

Become proficient at using a mouse through this tutorial from Palm Beach County Library System, it includes exercises and practice games.

- **Mouse Practice-Learn how to use the mouse**

<http://www.mouseprogram.com/>

This site features good illustrations and hands-on practice in clicking and moving.

- **Advanced Mousing**

<http://getit.rutgers.edu/tutorials/mousing/>

How to use a computer mouse beyond the basics from a program at Rutgers called GetIT: Gaining Experience Teaching with Instructional Technology.

Keyboard / Typing

- **Peter's Online Typing course**

<http://www.typing-lessons.org>

Here you'll find a set of free online typing lessons and typing exercises for beginning typists.

- **TypingWeb**

<http://www.typingweb.com/>

A free online typing tutor & keyboarding tutorial for typists of all skill levels, also offers officially sanctioned typing and 10 Key certification.

Microsoft Office Product Tutorials

- **Introduction To Windows**

<http://www.camden.lib.nj.us/tutorials/windows/default.htm>

General Windows training is covered here, along with understanding folders, and keyboard shortcuts.

- **Learnthat.com: Free Basic Windows Tutorials**

<http://www.learnthat.com/courses/computer/windows/index.html>

This series of free courses is designed to help you learn the basic commands and elements of Microsoft Windows; teaching those aspects that are common throughout all versions.

- **Getting Started With Excel : a Self-Paced Overview**

<http://www.studyfinance.com/lessons/excel/index.mv>

The tutorial is divided into eight sections and is rounded out by several problem assignments that will make sure students have mastered some of the basic features of Excel spreadsheet application.

Searching the Internet

- **Finding Information on the Internet : A Tutorial**

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>

Tutorial, online documents and glossary on finding information on the internet, covering search engines, boolean searching and evaluating web information.

Other Internet Skills

- **CommonCraft : Explanations in Plain English Free Video Series**

<http://www.commoncraft.com/>

Short, unique, and understandable videos covering blogs, RSS, wikis, photo sharing, podcasting, social networking, twitter, and more.

Online Computer Tutorials and Class Materials

- **Electronic Services Computer Training**

<http://www.akronlibrary.org/training/handouts.html>

Akron-Summit County Public Library provides printable handouts on computer basics, Microsoft applications, Internet e-mail and other topics.

- **GCF LearnFree.org**

<http://www.gcflearnfree.org>

These are self-paced online classes for many computer and life skills. If you register, then your progress will be kept for you.

- **Learning and Technology Services Online**

<http://www.uwec.edu/help/>

This University of Wisconsin-Eau Claire site offers guides to a variety of software and computer applications including Microsoft Office.

- **Mountain View Public Library – Brainfuse**

<http://tinyurl.com/7v6xf4e>

You will need to create an account using your library card number as your user name. Then from the menu on the page use Adult Learning Center. You will be able to access a library of rich adult learning content (GED) and live, professional assistance in resume/cover letter writing, U.S. citizenship prep, MS Office Essential Skills Series, and more!

- **Mountain View Public Library – Learning Express**

<http://libraryxo.org/learningexpress>

Find Computer Skills in the left column. You will need to create an account using your library card number as your user name.



First Stop During Hard Times
Mountain View Public Library